



November 8, 2019

VIA EMAIL: 82844-76964891@requests.muckrock.com

Re: Public Records Act Request

Dear Mr. Shinneman:

The Town of Tiburon ("Town") is in receipt of your Public Records Act request letter, which was received by the Town Clerk's office on November 4, 2019.

The Town wishes to cooperate to the fullest extent possible with the Public Records Act (Government Code section 6250 et seq.). Under established California law, the Town is obliged to comply with a request for a public record so long as the requester makes a specific and focused request for information, that information is maintained by the Town in its ordinary course of business, the information is disclosable, and the record can be located with reasonable effort. The Public Records Act provides for the inspection or copying of existing identifiable public records; it does not compel the Town to create new records, lists, privilege logs, or reports in response to a request.

The Town is required to determine whether the request, in whole or in part, seeks copies of disclosable public records. Ordinarily, this determination must take place within ten (10) days of the Town's receipt of the request. Consistent with that requirement, the Town has reviewed your request in light of Town records and the Town has no records responsive to this request.

If you have any questions about the Town's response to your request, please feel free to contact me directly at (415)435-7377.

Sincerely,

Lea Stefani
Town Clerk

David Kulik
Mayor

Alice Fredericks
Vice Mayor

Jim Fraser
Councilmember

Holli Thier
Councilmember

Jon Welner
Councilmember

Greg Chanis
Town Manager